



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

MARIJUANA CONTROL BOARD
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

May 1, 2017

Re: Marijuana Establishment License Renewal Application Notice

Dear Licensee:

Your marijuana establishment license is due to expire on June 30, 2017. The complete electronic renewal application, corresponding fees, and supplemental documents must be submitted to the Alcohol and Marijuana Control Office (AMCO) not later than **June 30, 2017**, as required under 3 AAC 306.035. Any corporations or limited liability organizations that apply for renewal must be in good standing with the Alaska Division of Corporations in order for the renewal application to be considered complete.

The following documents and items must be submitted for all license types before any renewal application will be considered complete:

- ☐ **Online Renewal Application** (accessible through myAlaska or at the hyperlink below)
- ☐ **Form MJ-20:** Renewal Application Certifications (must be completed by each licensee)
- ☐ **Proof of Right to Possession of the Licensed Premises** (current lease/title/deed)
- ☐ **Entity Documents** (please review 3 AAC 306.020(b)(3) for details)
- ☐ **Renewal Application Fee** (\$600 for each license type)
- ☐ **License Fee**
 - o **\$1,000:** Limited Cultivation; Concentrate Manufacturing; Testing; **OR**
 - o **\$5,000:** Standard Cultivation; Product Manufacturing; Retail Store
- ☐ **Other Documents or Information** (any other information the Board requires)

To access the Online Renewal Application, please log in to your myAlaska account or visit the following hyperlink:
<https://www.commerce.alaska.gov/abc/Marijuana/secure>

To access a fillable PDF of Form MJ-20: Renewal Application Certifications, please visit the following hyperlink:
<https://www.commerce.alaska.gov/web/Portals/9/pub/MCB/MJRenewals/MJ-20.pdf>

AN APPLICATION WILL BE CONSIDERED INCOMPLETE UNLESS AND UNTIL ALL REQUIRED SUPPLEMENTAL DOCUMENTS HAVE BEEN ACCURATELY COMPLETED AND SUBMITTED, AND ALL REQUIRED FEES HAVE BEEN PAID.

Personal or bank checks, cashier's checks, and money orders are the only acceptable forms of payment at this time.
Payment for all fees must be submitted to AMCO's main office not later than 4:30pm on June 30, 2017.

Please remember that any change to your marijuana establishment's business name, licensed premises diagram, operating plan, or ownership, or any new proposed marijuana product or concentrate must be reported to the Board by completing and submitting required forms and fees. If you have made any of the above changes and have not yet submitted required documentation to AMCO staff, you must do so before your renewal application can be considered complete, as required by 3 AAC 306.035(b)(3). Instructions on how to report or request any of the above changes can be found at the following link: <https://www.commerce.alaska.gov/web/Portals/9/pub/MCB/MJRenewals/MJRenewalInstructions.pdf>

Any application that is submitted or incomplete after June 30, 2017 is delinquent and will be assessed an additional non-refundable \$1,000 late renewal application fee under 3 AAC 306.100(b).

Any marijuana establishment that fails to submit a complete license renewal application on or before August 31, 2017 for any reason, including failure to pay any required fees or submit accurate and complete copies of any required supplemental documents, will have its license expire at 12:00 midnight on August 31, 2017. Any holder of an expired license must immediately surrender the license to the Board. Any holder of an expired license that seeks authority to operate must file a complete new license application. If you do not intend to seek a renewal of your license, please send a written notification to the director by emailing marijuana.licensing@alaska.gov.

The Marijuana Control Board (MCB) will decide whether to grant or deny an application not later than 90 days after receiving the complete application. The MCB may hold a hearing under 3 AAC 306.070 to ascertain the reaction of the public or a local government to any complete application, either on its own initiative or in response to an objection or protest received under 3 AAC 306.060 or 3 AAC 306.065 respectively. If the MCB approves your renewal application, your 2017/2018 marijuana establishment license will be delivered to you by an AMCO investigator or mailed to you at the mailing address on file.

Please scan and email complete supplemental documents and send any questions or concerns about your renewal application to marijuana.licensing@alaska.gov.

Sincerely,



Sarah Daulton Oates
Program Coordinator
Alcohol & Marijuana Control Office